LABOR RELATIONS / HUMAN RESOURCES MANAGER
County of Solano—*The Place for People to Live, Learn, Work and Play.*

**SALARY:** $127,003–$154,373 plus longevity pay

*Solano County is seeking an experienced and talented LABOR RELATIONS / HUMAN RESOURCES MANAGER* oversee the County-wide labor and employee relations program and direct the classification and compensation activities for the Human Resources Department. This position will serve as the County’s Chief Labor Negotiator on meet and confer and employee relations matters, and partner with leadership and labor consultants. The successful candidate will have excellent analytical, collaborative, project management and communication skills and have the ability to think well on their feet, as well as a high degree of emotional intelligence. Additionally, our ideal candidate brings excellent written and verbal communication skills, and preferably some experience negotiating in a public sector labor environment.
THE COUNTY

Solano County is a special place, with its inviting mix of rural and suburban lifestyles and easy access to all of the urban amenities. Conveniently situated just north east of the bay area, adjacent to Napa Valley, and midway between San Francisco and Sacramento, Solano County is home to rolling hillsides, waterfronts and fertile farmland. Thanks to a mild climate, plenty of open space, and proximity to lakes, rivers and mountains, residents can enjoy year-round outdoor recreational activities like fishing, boating, hiking and biking. County residents also can enjoy day trips to the San Francisco Bay Area, Lake Tahoe region and the Napa and Sonoma Valleys. Solano County’s fiscal year 2019/20 operating budget is approximately $1.097 billion, which supports 18 departments serving a community of approximately 440,000. With its strategic location, affordable housing, history of responsible land use planning and attractive quality of life, Solano County provides a great place for our residents to live, learn, work and play. For more information about the community, please watch this video: www.solanocounty.com/media/Depts/HR/HRSolanoImages.wmv
The Human Resources Department provides human resource services for all County departments to assist employees, management and Board of Supervisors. The Department oversees:

**Human Resources Services**
- Labor and Employee Relations
- Recruitment and Classification
- Equal Employment Opportunity
- Employee Benefits
- Civil Service Commission

**Employee Development and Training**
- Employee Training Programs
- Leadership Development
- Employee Mentoring
- Tuition Reimbursement

**Risk Management**
- Workers’ Compensation and Safety
- ADA Accommodations
- Leave of Absences Management
- Employee Wellness
- Liability, Property and Related Insurances
THE IDEAL CANDIDATE

The successful candidate will have excellent analytical, collaborative, project management and communication skills and the ability to think well on their feet, as well as a high degree of emotional intelligence. Additionally, our ideal candidate brings excellent written and verbal communication skills, a mathematic ability to provide labor costs and data for decision makers, and preferably some experience negotiating in a public sector labor environment. Political savvy, superior organizational skills and someone who enjoys a challenging, fast-paced work environment are a must. You will be a proven negotiation professional who has either been first or second chair at the negotiation table, and someone who takes initiative, is results oriented, builds positive relations through collaboration and diplomacy. You should be able to manage competing demands, have a passionate interest in employee and labor relations, and reflect our County’s Core Values as you work with internal and external partners:

INTEGRITY—is ethical and fair.

DIGNITY—treats all persons with respect.

EXCELLENCE—provides quality, integrated, sustainable and innovative public services.

ACCOUNTABILITY—takes ownership, is fiscally responsible and results driven.

LEADERSHIP—is personally responsible and is a positive example to others.

THE JOB

This position reports to the Human Resources Director, and will interface with the Assistant Human Resources Director, County Administrator, County Counsel and the Board of Supervisors. The Labor Relations/Human Resources Manager serves as the chief negotiator on some successor negotiations and provides professional and complex labor relations services to the County on meet and confer and employee relations matters, and hears and renders a decision in grievance matters and serves as a consultative expert to the Director on other appeals (grievances, disciplinary actions, etc.), and partners with leadership. This position will also plan and direct the County’s classification and compensation activities. This position will work with 19 bargaining units and all other departments in the County to gather information and support employee and labor relations.

This position will play an active role as a member of the County’s senior management team and be the main point of contact with all labor representatives. In addition, you will manage any outside negotiators, prepare closed session materials, attend labor negotiation closed sessions, process PERB complaints, review and comment on proposed policies, conduct compensation studies, compile survey materials, and may produce cost proposals for labor negotiations, etc.

This position will also oversee classification review which includes analyzing current duties and responsibilities as described in existing position descriptions, determining the appropriate classification and minimum qualifications required, and identifying the most appropriate classification and competitive compensation rate for individuals based on their experience and education. Classification reviews are conducted by other Human Resources Department staff or through consultant services.
Preferred background and credentials include:

**OUR IDEAL CANDIDATE WILL...**

**Human Resources and Employee & Labor Relations:**
- Demonstrate an ability to be a strong partner in the organization.
- Effectively advise and provide consultative services to departments, executives and elected officials on employee and labor relations matters.
- Serve as the County’s Chief Labor Negotiator, and oversee the activities related to labor and employee relations.
- Direct the activities for classification and compensation.
- Provide strategic direction and planning on countywide labor negotiation goals.
- Be part of the decision making and understand the implications of what those decisions and changes will mean across the County now and into the future.
- Understand and incorporate the County’s desired policy direction when addressing labor and employee relations business.

**Interpersonal and Communications:**
- Have the right mix of collaboration and ability to stand their ground to support the County’s position.
- Have strong time management, project management and sound judgement skills.
- Understand the flow of the labor dynamics and be calm under pressure.
- Have emotional intelligence to communicate effectively, and to handle interpersonal relationships judiciously and empathetically.
- Value customer service and be responsive to the needs of internal and external customers.
- Have excellent verbal and written communication skills.
- Navigate effectively in a political environment.

**Background and Education:**
- Bachelor’s degree or higher from an accredited college or university with a major preferably in public or business administration, industrial/labor relations, employment law, human resources/personnel management, or a closely related field; or active membership in the California State Bar Association, and
- Four years of labor relations experience that included negotiating collective bargaining agreements, developing bargaining proposals, and responding to grievances at precedent-setting levels;
- Public Sector labor relations experience is preferred.
- Possess a valid California Driver’s License, Class C.
COMPENSATION & BENEFITS

Salary: $127,003–$154,373 DOQ/DOE

Salary is supplemented by a generous benefit program that includes the following elements:

- **LONGEVITY PAY** of an additional 2.5% longevity pay, per level, after the completion of continuous service at 10 and each 5 years thereafter with credit for prior California cities, counties, joint powers authorities and other special districts employment.
- **ALLOWANCES** $100 monthly Cell Phone Allowance.
- **FAMILY HEALTH INSURANCE** monthly contribution of $1,548.55. Employees receive up to $334.58 of the unspent contribution as direct cash. Those who waive medical insurance receive $361 per month.
- **100% County paid DENTAL AND VISION** insurances for the employee and eligible dependents.
- **LIFE INSURANCE** is 1.5 times the employee’s base yearly earnings to a maximum of $350,000 and is 100% County paid.
- **LONG TERM DISABILITY INSURANCE** provides income replacement to senior management employees who are unable to work due to illness/injury, with premiums County-paid.
- **CALPERS RETIREMENT** formula of 2% at 60 or 2% at 62, based on CalPERS membership date. Both the County and the employee participate in Social Security and Medicare.
- **VACATION ACCRUAL** of 4.62 hours per pay period, maximum accrual of 280 hours; plus 80 hours of Administrative Leave (pro-rata during first fiscal year). Vacation accrual rate increases to 6.16 hours per pay period at 10 years.
- **SICK LEAVE** of 12 days per year with unlimited accrual.

HOW TO APPLY

Open and continuous, but apply **MARCH 19** for first consideration.

Apply Here: [WBCPINC.COM/JOB-BOARD/](http://wbcpinc.com/job-board/)

QUESTIONS? Call 514.166.0376—Direct; -OR- 866.929.WBCP—Toll Free

-OR- email Wendi at: [WENDI@WBCPINC.COM](mailto:wendi@wbcpinc.com)

MARK YOUR CALENDAR for a potential two day interviewing process on **APRIL 16 & 17, 2020** (first and second interviews)—please reserve your calendars.